



Hawaii Community Development Authority
Planning Office
547 Queen Street
Honolulu, Hawaii 96813
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VARIANCE

Pursuant to Hawaii Administrative Rules (“HAR”) Chapter 23 § 15-23-14, Variances provide a mechanism for relief from the strict application of the Makai Area Rules based on unnecessary hardship.

Variance Submittal Requirements:

Submit the following with a completed Permit application form:

- A. A statement of the standard or standards that are the subject of the proposed variance.
- B. Authorization from the landowner or by the landowner’s authorized agent.
- C. A description of the manner in which the applicant proposes to deviate from the standard or standards.
- D. Submit one set of fully dimensioned Project plans. All plans must be drawn to scale, with a maximum size of 24” x 36” and one set of pdf digital files.

Project plans shall include the following:

- 1. A location map, including the Project site in relation to the surrounding land uses.
- 2. A site plan with the following information:
 - The nature, location, dimensions, elevation of the structure, and area that is the subject of the proposed variance.
 - The development project’s relationship to the surrounding context
- E. A justification for the proposed variance(s) pursuant to HAR Chapter 23 § 15-23-14(a).

Fees:

Permit Fee pursuant to HAR Chapter 23 § 15-23-16, Application Fees. Fees are payable to:
Hawaii Community Development Authority.

Additional Information:

- A. An informal meeting with HCDA planning staff is recommended prior to the submittal of a Variance application.
- B. Additional information may be required by the decision maker.